



## COS - How to Purge (Delete) Saved Drafts (Agency Level 1/1 eLink and 2/2 eLink user types)

### How to Purge (Delete) Saved Drafts for Agency Level 1/1 eLink and Agency Level 2/2 eLink User Types

1. From the drop-down menu, select **Reqs > View my drafts**



2. If there are any saved drafts listed, select the draft that is to be deleted by clicking on the radio button:



3. Then select *Delete* in the “Actions” column:

**My req drafts**    Show Results 1-2 ▼

**Actions**    English (US)

Add new Req		<b>Select a draft</b>	<b>Class Title :</b>
Edit			
Save as new		<input type="radio"/>	FERRYBOAT OPERATOR
Delete		<input type="radio"/>	HIGHWAY EQUIPMENT OPERATOR I
Export grid (Excel)			
View printable page			



4. In the next window, select “OK”:

**Do you want to delete draft: FERRYBOAT OPERATOR?**

5. Click on OK; the draft for the selected title will now have been deleted.

**Draft: FERRYBOAT OPERATOR has been deleted successfully.**

**NOTE:** *This must be repeated for each draft that is to be deleted as only one draft may be deleted at a time.*